



KING'S LEADERSHIP
ACADEMY BOLTON

SCHOOLS OF CHARACTER
MAKING GREAT LEADERS

ATTENDANCE AND PUNCTUALITY POLICY



GREAT SCHOOLS
TRUST

Document Control

This document has been approved for use within	King's Bolton
This document has been approved by	CEO
On	January 2023
Date effective from	04.01.2023
Date of next review	January 2024
Review period	Annual
Status	Active
Owner	L. France
Version	1.0

Contents

Aim of this policy	5
2 Key principles	5
3 Who is responsible for this policy?	5
4 Definitions	5
5 Legal Duty	6
6 Roles and responsibilities	6
The board of trustees	6
6.1 The Academy	6
6.2 Parents and carers	7
6.3 Students	8
6.4 Designated attendance lead / Educational welfare officer	8
6.5 Designated senior leader responsible for attendance	8
7 Registration	8
8 Late arrival	9
9 Reasons for absence and how to report or request authorisation	9
Authorised absence	9
Unauthorised absence	9
9.1 Reporting absence from the Academy	9
9.2 Appointments	10
9.3 Leave of absence (including holidays during term time)	10
9.4 Religious observance	10
9.5 Coronavirus (Covid-19)	11
10 Strategies for promoting attendance	11
11 Addressing poor attendance and punctuality	11
11.1 Return to academy process	11
11.2 Managing unexplained absences	11
12 Attendance Monitoring	12
12.1 Monitoring attendance	12
12.2 Analysing attendance	13
12.3 Using data to improve attendance	13
12.4 Reducing persistent and severe absence	13
13 Equality Impact Assessment	13
14 Equalities Statement	13
15 Race Disparity Audit	13
16 Monitoring, Evaluation and Review	14

17	Linked Policies	14
18	Other Related Documents	14
13	Appendices	14
19.1	Appendix i – Attendance codes	14
19.1	Appendix ii –Student Absence Request Form	16
20	Summary of Changes in this Version	16

Aim of this policy

- To support excellent levels of attendance for all students to enable them to fulfil their academic and social potential at Kings Leadership Academy.
- To provide clear guidelines around how the school promotes and attains high levels of attendance and punctuality.
- To ensure that all stakeholders understand the school's expectations of each other and strive to attain them.
- The policy should be implemented alongside the Department for Education guidance document 'Working Together to Improve Attendance' and the school's behaviour policy which sets out the day-to-day management of behaviour, including attendance and punctuality.

2 Key principles

- The school will work in partnership with students, parents/carers, the trust, the local authority and other outside agencies to support students in achieving high levels of attendance and punctuality.
- The school will use a range of strategies to promote and reward high levels of attendance and punctuality.
- It is the responsibility of everybody in the academy to improve attendance and punctuality.
- The barriers to accessing education are varied and complex and are often specific to individual students and families. Some students find it harder than others to attend school on a regular basis. Joined-up working is paramount. The school will work proactively with students, parents/carers, and other local partners to help remove any barriers to attendance.
- High attendance is paramount to securing academic success. School staff will ensure that parents are kept updated about the link between attendance and the academic performance of their child.
- Where attendance or punctuality fall short of expected standards, steps will be taken to address this, and sanctions may be applied in accordance with the behaviour policy.
- Subject to the terms of this policy, any day-to-day attendance issues that parents/carers or students have should be discussed with your child's Mill Tutor, Year Leader and or the Educational Welfare Officer. Where more detailed support around attendance is required, parents/carers and students should contact the Educational Welfare Officer.

3 Who is responsible for this policy?

The Trust has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework or Trust framework. The Trust has delegated day-to-day responsibility for operating the policy to the CEO, Director of Education, and the principal of each secondary school.

The local academy council and senior leadership team at each trust secondary school has a specific responsibility to ensure the fair application of this policy and all members of staff are responsible for supporting colleagues and ensuring its success.

4 Definitions

'Session' is a term relating to the recording of absence data - every school day must have two sessions [morning and afternoon], divided by a break, for which attendance must be recorded.

'Authorised absence' means that the school has either given approval in advance for a pupil of compulsory school age to be away or has accepted an explanation offered afterwards as justification for absence

'Unauthorised absence' is where the school is not satisfied with the reasons given for an absence

‘Parent’ A parent means all natural parents, whether they are married or not; any person who has parental responsibility for a child or young person; and any person who has care of a child or young person i.e., lives with and looks after the child. The local authority and school will need to decide who comes within the definition of parent in respect of a particular pupil when using the legal measures, but generally parents include all those with day-to-day responsibility for a child.

5 Legal Duty

- ‘Section 7 of the Education Act 1996 place a duty on parents/carers to ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability, and aptitude, and to any special educational needs they may have’. *This means that the education must be full-time, achieve what it sets out to achieve and that the education must equip the child for life within the community and must not limit a child’s options in later life*
- Parents/carers have a legal duty to ensure their child’s regular attendance at the school where they are registered
- A parent/carer who fails to ensure that their child attends school regularly is guilty of an offence under section 444(1) of the Education Act 1996

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE’s statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- This policy also refers to the DfE’s guidance on the school census, which explains the persistent absence threshold.

6 Roles and responsibilities

The board of trustees

The board of trustees will:

- take an active role in attendance improvement, recognise the importance of school attendance and promote it across the trust and Academy’s ethos and policies
- ensure the Academy’s leaders fulfil expectations and statutory duties
- regularly review attendance data, discuss and challenge trends and help school leaders focus improvement efforts on the individual pupils or cohorts who need it most
- ensure Academy staff receive adequate training on attendance, including dedicated training for staff with specific attendance responsibilities and any additional training that would help support pupils or cohorts overcome common barriers to attendance
- share effective practice on attendance management and improvement across its academies
- require the Academy to report to the trustees on the Academy’s attendance at regular intervals.

6.1 The Academy

The Academy will:

- develop and maintain a whole academy culture that promotes the benefit of high attendance

- work with students and their families, building strong relationships, to support high levels of attendance and punctuality and understand any barriers to attendance
- investigate unexplained or unjustified absence, applying sanctions where appropriate
- take into account individual needs when implementing this policy, including having regard to the Academy's obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child
- share information and work collaboratively with the local authority, other schools in the area and other partners including, where required, making appropriate referrals in accordance with local procedures, legislation and guidance
- regularly monitor, review and analyse attendance and absence data including to identify pupils or cohorts that require attendance support and to set targets for the future
- ensure that all students can access full-time education, putting strategies in place where this is evidence to suggest that this is not the case
- ensure that the trust board and Academy's leadership team work together to monitor attendance levels and the effectiveness of this policy
- ensure that all legislation and guidance are complied with and reflected in our policies and procedures, including the non-statutory attendance guidance issued by the Department for Education, *working together to improve school attendance (2022)*
- have in place appropriate safeguarding responses for children who are at risk of missing education, having regard to the statutory guidance Keeping Children Safe in Education (please refer to our [Child Protection policy](#))
- provide information requested by the Secretary of State, including termly absence data collected by the Department for Education
- regularly inform parents/carers about their child's attendance and absence levels
- support students who are returning to education following long term absence
- ensure that effective systems to record and report attendance data are in place, including accurate completion of admission and attendance registers using an electronic management information system
- assign overall responsibility for championing and improving attendance at the Academy to a designated senior leader
- observe and fulfil the responsibilities set out in guidance issued by the Department for Education ([Summary table of responsibilities for school attendance \(publishing.service.gov.uk\)](#)) to the extent not covered above or elsewhere in this policy.

6.2 Parents and carers

We expect parents and carers to:

- ensure that their child arrives at the Academy on time, in the correct uniform and with the necessary equipment
- promote the importance of regular attendance at home
- provide the school with more than 1 emergency contact number for their child
- ensure that, where possible, appointments for their child are made outside of the school day and where not possible, evidence is provided
- follow the correct procedure for reporting the absence of their child from the Academy (see section 6.1 below)
- avoid unnecessary absences
- keep the Academy informed of any circumstances which may affect their child's attendance
- not take their child out of education for holidays during term time (see section 6.3 below)
- inform the Academy in advance of any proposed change of address for their child(ren), along with the name of the parent with whom the child shall live

- observe and fulfil their responsibilities set out in the guidance issued by the Department for Education: [Summary table of responsibilities for school attendance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/612222/summary-table-of-responsibilities-for-school-attendance.pdf).

6.3 Students

We expect students to:

- attend the Academy regularly and on time
- be punctual to all lessons
- follow the correct procedure if they arrive to the Academy late (see sections 4 and 5 below).

6.4 Designated attendance lead / Educational welfare officer

The designated attendance lead (“DAL”) and Educational Welfare Officer (“EWO”) at the Academy is: **Ms Yusra Khan (y.khan@kingsbolton.com / 01204 937130 EXT: 7139)**

The DAL/EWO is responsible for the strategic approach to attendance at the Academy and will:

- offer a clear vision for attendance improvement
- evaluate and monitor attendance expectations and processes
- oversee attendance and absence data analysis
- ensure that key attendance messages are communicated to parents/carers and students
- provide data and reports to school staff and report concerns to the designated senior leader responsible for attendance and the principal.
- promote good attendance and incentives for students across the academy
- liaise with parents/carers to offer support regarding attendance and punctuality
- award pupils with excellent attendance using the Academy’s praise and rewards policy
- work with the Team Around the Child to tackle persistent absence and or lateness

6.5 Designated senior leader responsible for attendance

The designated senior leader responsible for attendance is:

Ms Louise France (L.france@kingsbolton.com 01204 937130 EXT: 7146)

The designated senior leader is responsible for the strategic approach to attendance at the Academy and will:

- lead attendance across the school
- offer a clear vision for attendance improvement
- evaluate and monitor expectations and processes of attendance and lates
- have an oversight of data analysis
- devise specific strategies to address areas of poor attendance identified through data
- arrange calls and meetings with parents to discuss attendance issues
- deliver targeted intervention and support to pupils and families

7 Registration

The Academy maintains an attendance register and uses this to record each student’s attendance at the start of the school day and again in the afternoon.

Registration session	Start time	End time
Morning	8:00	8:45
Afternoon	11:50	12:15

Students must arrive by 8:00am daily. Students who arrive after the start of a registration session but before the end of the registration session will be marked as late. Where students arrive after the end of a registration session, the process set out at section 8 applies.

The register is marked using the national attendance and absence codes which can be found in the Department for Education's guidance on attendance - [Working together to improve school attendance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

Where a student attends a registration session but does not attend subsequent lessons, we will treat this as a truancy and non-attendance matter in accordance with the behaviour policy and engage parents/carers where necessary.

Registration will mark whether every pupil is:

- present
- attending an approved off-site educational activity
- absent
- unable to attend due to exceptional circumstances (see appendix i for the DfE attendance codes).

8 Late arrival

If a student arrives at the Academy after the relevant registration period has ended, he/she must immediately go to the Academy office to sign in and provide a reason for the lateness via the InVentry screen. In the absence of a satisfactory explanation, the register will be marked as unauthorised absence.

Persistent lateness will be treated as a disciplinary matter and will be dealt with in line with behaviour policy. Students who arrive at the Academy following the close of registers will receive a 'U' unauthorised absence mark. If lateness persists, parents/carers will be invited to attend the Academy and offered support. If support is declined and lateness continues, a Fixed Penalty Notice may be issued (see below, Section 12).

9 Reasons for absence and how to report or request authorisation

Authorised absence

Absence will only be authorised where the Academy has given approval in advance for a student to not be in attendance or has accepted an explanation offered afterwards as justification for the absence. Only the Academy can authorise absence.

Unauthorised absence

Absence will be marked as unauthorised where the Academy is not satisfied with the reasons given for the absence and or no reason has been provided.

9.1 Reporting absence from the Academy

Where a student is to be absent from the Academy without prior permission, the parent/carer should inform the Educational Welfare Officer of the Academy by telephone (01204 937130) via the Attendance Line on the morning of the day of the first absence. Absences may also be reported via email (attendance@kingsbolton.com) or via Absence Reporting on the Class Charts parent app. Parents/carers should let the Academy know when they expect the pupil to return. If the return date is not confirmed on the first day of absence, parents/carers must contact the Academy on each day of absence. On the day of return to the Academy, parents/carers must also provide written confirmation of the reason(s) for the full period of absence. This can be done via email and or Class Charts.

In cases of prolonged absence due to illness, the parents/carers may be asked to provide the Academy with medical evidence, such as a note from the child's doctor. If this evidence is not provided, the absence may be marked as unauthorised.

9.2 Appointments

Medical, dental and other essential appointments for a student should take place outside of school hours where this is reasonably possible. Where an appointment must take place during school time, the student should attend the Academy for as much of the day as possible and as much prior notice as possible should be given to the Educational Welfare Officer. The Academy would advise all appointments are made after 2:30pm to minimise impact on a pupil's learning.

For the time absent from the Academy to be marked as an authorised, confirmation of the appointment by way of an appointment card or letter must be provided. Students will not be permitted to leave site without parent/carer confirmation and or evidence of appointment. Students must receive an 'Exit Slip' to produce at the main office before signing out of the school premises via the InVentry screen.

9.3 Leave of absence (including holidays during term time)

Parents and carers should make every effort to avoid taking students out of education for holidays or other extended leave during term time. The Academy will only authorise a leave of absence during term time where there are exceptional circumstances.

To request a leave of absence, parents/carers must make the request as soon as it is anticipated, in writing addressed to the Principal and, wherever possible, at least 4 school weeks ahead of the planned leave. Leave of Absence Request forms can be found on the school website (appendix ii) and are available from our Educational Welfare Officer. A meeting must be attended by parents/carers with the Educational Welfare Officer to discuss the decision made by the Academy. Evidence may be required to support any request for leave.

Where a leave of absence is requested as above, the Principal will consider the specific facts and circumstances relating to the request. The decision:

- will be confirmed in writing
- is solely at the Principal's discretion and
- is final.

Where permission is granted, the Principal will confirm the number of days and dates of absence which are authorised.

If permission is not granted and the parents/carers proceed to take their child out of the Academy, the absence will be marked as unauthorised and parents/carers may be issued with a Fixed Penalty Notice or be subject to prosecution by the local authority (see section 7 below).

9.4 Religious observance

We recognise that students of certain faiths may need to participate in days of religious observance. Where a day of religious observance:

- a) falls during school time and
- b) has been exclusively set apart for religious observance by the religious body to which the student belongs, the absence from the Academy will be authorised.

We ask that parents/carers notify the Academy by writing to the Educational Welfare Officer in advance where absence is required due to religious observance.

9.5 Coronavirus (Covid-19)

There may be circumstances in which students cannot attend school due to Covid-19. The Academy will adhere to any current guidance issued by the Department for Education relating to the recording of attendance in relation to Covid-19. If a student tests positive for coronavirus, their absence will be recorded as illness.

10 Strategies for promoting attendance

Good attendance is acknowledged in assemblies and celebration events. Attendance is monitored weekly and students achieving above 97% are recognised and rewarded. The Academy's reward system recognises 100% attendance weekly, end of each half term and at the end of the school year. Students are recognised with vouchers, golden-lunches, fast track pass to Blackpool Pleasure Beach, and praise points through Class Charts. Postcards and/or certificates are issued each half-term to students with most improved attendance and 100% attenders. Inter-house competitions also take place throughout the year.

11 Addressing poor attendance and punctuality

The Academy will use data to target attendance improvement efforts to the students or groups of students who need it most. In doing so, the Academy, led by the DAL/EWO, will:

- monitor and analyse weekly attendance patterns, proactively using data to identify pupils at risk of poor attendance
- provide regular attendance reports to class teachers and relevant leaders
- identify students who need support from wider partners as soon as possible and deliver this support in a targeted manner
- conduct thorough analysis of half-termly, termly and fully year data to identify patterns and trends
- benchmark Academy attendance data at each level against local, regional and national level
- monitor the impact of academy strategies and actions to improve attendance on particular pupils and particular groups
- work with the local authority and other local partners to identify groups
- hold regular meetings with the parents or carers of students who the Academy and/or local authority consider to be vulnerable

11.1 Return to academy process

When a student is absent, they must, with support from their Mill Tutor and or class teachers, make every effort to catch up on missed work. Students should collect a 'catch up sheet' and complete all key notes and missing work is copied into their books to ensure no gaps in knowledge and learning. Every student will return to school and complete a 'Return to Academy' form whereby they may request further support or help where needed with regards to attendance. This is in addition to a return to academy conversation with varying staff depending on percentage of absence (mill tutor / year leader / senior leader). Students have one full week from their return to complete catch-up work signed by their teachers.

11.2 Managing unexplained absences

Procedures for managing unexplained absences is as follows:

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may contact the Integrated Front Door or Early Intervention Team at Bolton Council as well as conduct a home visit.
- Identify whether the absence is approved or not

- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving the Early Intervention Team.

Where absence or punctuality is a cause for concern, for example because there is:

- a pattern of unauthorised absence
- a question over the reasons provided for a particular absence or late arrival
- persistent truancy or lateness;

we will make contact with the parents/carers with a view to working together to support improved attendance and/or punctuality (see section 12 Monitoring attendance).

Failure to attend or arrive at lessons on time may also be dealt with as a disciplinary matter in accordance with the behaviour policy.

Absence will be classed as persistent where it falls below 90% across the academic year. Absence at this level is very likely to hinder educational prospects and we expect full parental co-operation and support to urgently address these cases. Intervention steps may include implementation of an attendance action plan, referral to other agencies and/or seeking to put in place a parenting contract. Where out of school barriers to attendance are identified, the Academy will signpost and support access to any additional services.

Where parents/carers have failed to ensure that their child of compulsory school age is regularly attending the Academy and wider support in accordance with this policy is not appropriate or effective, we may consider issuing a penalty notice. A penalty notice is a fine (£60 if paid within 21 days, £120 if paid within 28 days) imposed on parents/carers.

When considering whether to issue a penalty notice, we will have regard to:

- Section 6 of the Department for Education's guidance, Working together to improve school attendance: [Working together to improve school attendance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)
- the local authority's Code of Conduct for issuing penalty notices.

In the event that a penalty notice is issued but is not paid within 28 days, the local authority will decide whether to proceed to prosecution. The local authority also has separate powers to prosecute parents/carers if their child of compulsory school age fails to attend school regularly.

12 Attendance Monitoring

All attendance is monitored on a daily, weekly, and termly basis with updates shared with all staff to ensure a consistent and holistic approach to improving attendance. This is done through daily updates to SLT, weekly briefing notices to all staff and more specific analysis for senior leaders on a termly basis. All pupils access their year-to-date attendance on a weekly basis during Monday morning sessions therefore monitoring their own attendance and reflecting on attendance targets.

12.1 Monitoring attendance

The Academy will:

- monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

12.2 Analysing attendance

The Academy will:

- analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

12.3 Using data to improve attendance

The school will:

- provide regular attendance reports to teachers/ teaching assistants and other school leaders, to facilitate discussions with pupils and families
- use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

12.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The Academy will:

- use attendance data to find patterns and trends of persistent and severe absence
- hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school including the exploration of Early Help Assessments.
- provide access to wider support services to remove the barriers to attendance

13 Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

14 Equalities Statement

Under the public sector equality duty (PSED), all schools/academies must have due regard to the need to eliminate discrimination, harassment and victimisation and any other conduct prohibited by the Equality Act 2010; to advance equality of opportunity between those who share a relevant protected characteristic and those who do not share it and to foster good relations across all protected characteristics. This means academies must take into account equality considerations when policies are being developed, adopted and implemented.

15 Race Disparity Audit

We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.

The educational section of the audit that covers: differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, has a significant importance for the strategic planning of this school.

16 Monitoring, Evaluation and Review

The policy will be promoted and implemented throughout all Trust secondary schools. The Trust will monitor the operation and effectiveness of arrangements referred to in this policy at each Trust secondary school.

The Trust will review this policy annually in consultation with each Trust secondary school, or more frequently if necessary.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Local Academy Council and/or the Trust Board for further discussion and endorsement.

17 Linked Policies

- [Safeguarding and Child Protection Policy](#)
- [Home School Agreement](#)

18 Other Related Documents

This policy should be a working document that is fit for purpose. It represents the school ethos, enables consistency and quality across the school. It is also related to the following legislation:

- Equality Act 2010
- UN Convention Rights of the Child

In addition, the following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE) 2022
- Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children 2018
- Working Together to Improve School Attendance 2022
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

13 Appendices

19.1 Appendix i – Attendance codes

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances

I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

19.1 Appendix ii –Student Absence Request Form

Student Absence Request Form

This form must be completed in full before a decision can be made. **Do not book any flights or accommodation until this form has been authorised.** Once your form has been completed, please contact attendance@kingsbolton.com to arrange a decision meeting.

Date of Submission:	
Student Name:	
Year Group and Mill:	
Current Attendance this Year (days and %):	
Last Year's Attendance (days and %):	

Date From:	Date To:
Full address of where you will be staying during the absence:	
Copy of travel tickets to be attached or sent to attendance@kingsbolton.com	
I have read and understand the School Attendance and Penalty Notices policy. Reason for Request:	

In considering the decision whether to authorise/unauthorise the exceptional leave, the school will take the following into account:

- Previous absence and extended absence
- Poor record of attendance to date
- Impact on education and development

Parent Name: _____

Parent Signed & Dated: _____

20 Summary of Changes in this Version

Page Number	Paragraph Number	Information
		New policy

